



# **Duties and Responsibilities of Department of the Interior Assistant Ethics Counselors**



**Assistant Ethics Counselors provide  
advice/counsel.  
(43 C.F.R. 20.202(b)(2)(ii))**



**Assistant Ethics Counselors collect and  
review financial disclosure reports.  
(43 C.F.R. 20.202(b)(2)(ii))**



**Assistant Ethics Counselors  
ensure that vacancy  
announcements alert  
potential job applicants of  
the need to file public  
(SF-278) or confidential  
financial disclosure  
(OGE Form 450) reports (43  
C.F.R. §20.202(b)(3))**







**“AEC”**

**A**ssistant ethics counselors adequately and systematically inform employees of the content, meaning and importance of ethical conduct and other conduct regulations. (43 C.F.R. §20.202(b)(4))

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